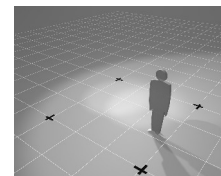


Technical Stand Information

Medinfo 2013

21-23 August 2013

Hall	E
The stand	Without basic stand construction, meaning: <ul style="list-style-type: none">• Floorspace only – marked clearly with tape.• One daily cleaning (vacuuming of floor and emptying of wastepaper baskets).
Deadline	Technical orders must be received no later than Wednesday, July 24th 2013 Catering deadline is the day before delivery. No later than 12.00 noon.
Request & Order confirmation	When you are done shopping on the webportal, you will receive an e-mail confirming that your requests have been passed on to Bella Center. When we have had the chance to process your requests, you will receive a formal order confirmation. It is important that you check this, as some requests might be rejected for various reasons. Any rejections are of course followed by an explanation.
After deadline	Orders received after the deadline cannot be guaranteed delivered in time for commencement of build-up. Furthermore, a 50% price increase will be charged for certain supplies ordered during build-up. These cannot be guaranteed delivered in time for the exhibition opening.
Location of Installations	We reserve the right to place technical supplies in the position we see fit, in cases where no drawing of the desired position has been received. Any relocation of installations etc. will be invoiced directly to the exhibitor.
Changes or cancellation of ordered services	In case an order is cancelled more than 21 days prior to opening of the event, only expenses occurred will be invoiced. In case an order is cancelled less than 21 days prior to opening, Bella Center reserves the right to invoice the full amount of the order related to the catalogue price or the price offered.
Important dates & times	General build-up: Tuesday August 20 07:00 – 15:00 General breakdown: Friday August 23 14:00 – 18:00 Opening hours at the Technical Exhibitor Service Office: Tuesday August 20 07:00 – 15:00 Telephone BC Services (catering): Week days tel. 3247 3419 kl. 08.30 – 16.30 Evening/weekend tel. 3247 3451 (however only during buildup/event/br.down.
Left material	Material left at the stand after expiry of breakdown hours will be considered as waste disposal and removed. If it is not possible for you to pick up the material in time, please contact our partner DSV Solutions on telephone



+45 32 47 30 17 to arrange pick up and storage. DSV will charge a fee for this service.

Catering for the booth

If you wish to order food and beverage, visit the webshop, and search for 'catering'. Please note that You must apply for written permission from the Bella Center Services if you plan to cook food at the booth. BCS can be contacted by phone +45 32473419 for further dialogue on this.

Internet access

Wireless network will be available in all halls during the Medinfo Fair. This network will be free of charge, but if you wish a safe Internet connection and Internet with fixed IP, then we recommend you to order a cable network connection to your stand.

Rigging in ceiling

All wires at Bella Center must be rigged with a wire lock. These locks can be purchased at the Technical Exhibitor Service Shop during official build up days followed by a rigging guideline. Due to safety reasons it is forbidden to use wires for lifting. For this purpose you should use chain blocks placed in rigging points instead.

Transport

DSV Solutions A/S offers:

Pick up and transport of goods to the fair.
Unloading at the exhibition area with forklift or crane.
Collection and storage of empty packaging material.
Return transport of goods after the fair.
Customs clearance.
We will be available throughout the entire exhibition to be at your immediate service should you require our assistance.
Our contact details are:

DSV Solutions A/S
Bella Center
Center Boulevard 5
DK-2300 Copenhagen S
Tel.: +45 32 47 30 17
Fax: +45 43 25 35 10
E-mail: expo@dk.dsv.com

Unloading in hall

No cars are allowed inside the B Halls. Please park on outside goods area for unloading.

Complaints

Should you wish to lodge a complaint about services supplied by Bella Center, this must be done in **writing** and delivered **before** the event closes. Otherwise the management cannot accept the complaint.

Contact person

For questions concerning booth design and security service:
Dennis Hove
Technical Sales Coordinator
Phone: +45 3247 2335 - Fax: +45 3251 7181
E-mail: dennis.hove@bellacenter.dk

For questions concerning catering:
Bella Center Services
Phone: +45 3247 3419
E-Mail: F&B.orders@bellacenter.dk
From 8.30 to 16.30 on week days.

